



**WORKS Workflow**  
**Log On Instructions**  
**Department of Health and Hospitals**  
**Office of Payment Management - Travel Section**

**Login to Works:**

- Go to the following web address: <http://www.bankofamerica.com/worksonline>
- Bookmark the login screen once it appears on your desktop, for ease of access in the future.
- Enter the email address associated with your “Login Name” and “Password” in order to access Works.

Complete the Login Name and Password fields with your current login/password.

**Forgotten Password**

Complete the Login Name, click **Forgot your password?**

Enter the email address and Login Name